

APPENDIX F

FORMAT FOR NEW OR ALTERED SYSTEM REPORT

(See subsection **D.3.** of Chapter 6)

The report on a new or altered system shall consist of a transmittal letter, a narrative statement, and include supporting documentation.

A. TRANSMITTAL LETTER. The transmittal letter to the Director, Defense Privacy Office, **ODASD(A)**, shall include any request for waivers as set forth in subsection D.7. of Chapter 6. The narrative statement shall be attached thereto.

B. NARRATIVE STATEMENT. The narrative statement is typed in double space on standard bond paper in the format shown at attachment 1. The statement includes:

1. System identification and name. This caption sets forth the identification and name of the system (see subsections c.2. and C.3. of Chapter 6).

2. Responsible official. The name, title, address, and telephone number of the privacy official responsible for the report and to whom inquiries and comments about the report may be directed by Congress, the Office of Management and Budget, or Defense Privacy Office.

3. Purpose of the system or nature of the change proposed. Describe the purpose of the new system. For an altered system, describe the nature of the change being proposed.

4. Authority for the system. See subsection C.7. of Chapter 6.

5. Number of individuals. The approximate number of individuals about whom records are to be maintained.

6. Information on First Amendment activities. Describe any information to be kept on the exercise of individual's First Amendment rights and the basis for maintaining it as provided for in subsection A.5. of Chapter 1.

7. Measures to ensure information accuracy; If the system is to be used to make determinations about the rights, benefits, or entitlements of individuals; describe the measures **being** established to ensure the accuracy, currency, relevance, and completeness of the information used for these purposes.

8. Other measures to ensure system security: Describe the steps taken to minimize the risk of unauthorized access to the system. A more detailed assessment of security **risks** and specific administrative, technical, and physical safeguards shall be available for review upon request.

9. Relationship to state and local government activities. Describe the relationship of the system to state or local government activities that are the sources, recipients, or users of the information in the system.

C. SUPPORTING DOCUMENTATION. Item 10 of the narrative is captioned Supporting Documents. A positive statement for this caption is essential for those enclosures that are not required to be enclosed. For example, "No changes to the existing Army procedural or exemption rules (32 CFR Part 505) are required for this proposed **system**." List in numerical sequence only those enclosures that are actually furnished. The following are typical enclosures that may be required:

1. For a new system, an advance copy of the system notice which is proposed for publication. For an altered system (see subsection E.4. of Chapter 6) an advance copy of the notice reflecting the specific changes proposed.

2. An advance copy of any new rules or changes to the published Component rules to be issued for the new or altered system. If no change to existing rules is required, so state in the narrative.

3. An advance copy of any proposed exemption rule if the new or altered system is to be exempted in accordance with Chapter 5. If there is no exemption, so state in the narrative.

4. Any other supporting documentation that may be pertinent or helpful in understanding the need for the system or clarifying its intended use. While not required, such documentation, when available, is helpful in evaluating the new or altered system.

Attachments - 2

1. Format for Narrative Statement
2. Sample Report

SAMPLE

DEPARTMENT OF DEFENSE

(Component Name)

REPORT ON NEW (OR ALTERED) SYSTEM UNDER
THE PRIVACY ACT OF 1974

(Indicate none or not applicable, as appropriate).

1. System Identification and name:
2. Responsible official:
3. Purpose(s) of the System: (for a new system only) or
Nature of the Change(s) Proposed: (for altered system)
4. Authority for the System:
5. Number of Individuals:
6. Information on First Amendment Activities:
7. Measures to Ensure Information Accuracy:
8. Other Measures to Ensure System Security:
9. Relations to State or Local Government Activities:
10. Supporting Documentation: (Indicate here, as a positive statement, those
enclosures not required as set forth in section
C. of the format instructions.)

SIGNATURE BLOCK OF SUBMITTING OFFICIAL

SAMPLE REPORT

DEPARTMENT OF DEFENSE

Defense Nuclear Agency

REPORT ON NEW SYSTEM UNDER THE PRIVACY ACT OF 1974

1. System Identification and Name: HDNA 609-03, entitled "Personnel Exposed To Radiation From Nuclear Tests."
2. Responsible Official: Robert L. Brittigan, General Counsel, Defense Nuclear Agency, Washington, D.C. 20305. Telephone: Area Code 202 325-7781.
3. Purpose of the System: To consolidate into one system the names, addresses, and exposures of all DoD or DoD-associated personnel who may have been exposed to ionizing radiation during the atmospheric nuclear testing programs in the Pacific and at the Nevada Test Site.
4. Authority for the System: See "Authority for Maintenance of the System" caption of the attached proposed system notice.
5. Number of Individuals: Approximately 300,000 individuals will be affected by this new system, since the system includes all DoD and DoD-affiliated participants in the atmospheric nuclear tests program.
6. Information on First Amendment Activities: None.
7. Measures to Ensure Information Accuracy: Records consist of personal data to be provided by the individual such as name, rank, service number, last known or current address, dates of test participation, exposure date, if available, and unit of assignment. When the information has been obtained from sources other than the individual, follow-up is attempted to ensure accuracy.
8. Other Measures to Ensure System Security:
 - a. Paper records before processing for computer storage are retained in locked filing cabinets located in limited access facilities at DNA Headquarters and the Armed Forces Radiobiology Research Institute.
 - b. Privacy data in the Headquarters, DNA, ADP facility is afforded the same protection as classified data in that the DNA computer system employs a File Security System (FSS) to protect classified and privacy data files from being accessed by unauthorized users.
9. Relations to State and Local Government Activities: None.

10. Supporting Documentation: No changes to existing procedural or exemption rules are required for this proposed new system.

Robert L. Brittigan
General Counsel

Enclosures - 2

1. Advance copy of proposed system notice.
2. Copy of tasking memorandum from the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) to the Director, Defense Nuclear Agency, "DoD Personnel Participation in Atmospheric Nuclear Weapons Testing," January 28, 1978.

(NOTE : Enclosures are not included in the sample, above.)